

TAB D-6: PUBLIC AFFAIRS		
	ITEM	REFERENCE
	The Public Affairs Officer's (PAO's) primary function is to help the commander continuously improve unit communications with the community, the media and CAP members.	
1.	Has the commander appointed a PAO in writing?	CAPR 20-1 page 27
2.	How are you working with unit staff members to achieve HQ CAP's primary public affairs (PA) objectives to: <ul style="list-style-type: none"> a. Increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security? b. Acquaint the public with the importance of aerospace power to our national security? 	CAPR 20-1 Page 39 & CAPR 190-1 Page 1-1
3.	Have you received proper technical training? Specifically: <ul style="list-style-type: none"> a. Training in news writing, photography, broadcasting and public service announcements production b. Recruiting and advertising c. Newsletter production If you haven't, what can the wing do to help you gain this expertise?	CAPR 190-1 Page 4-2
4.	How do you inform local media representatives of CAP events? <ul style="list-style-type: none"> • Do you keep a list of media contacts? 	CAPR 190-1 Page 3-2
5.	How do you assist the commander in managing controversies that have the potential to affect the unit, the wing and CAP as a whole?	CAPR 190-1 Page 3-15 and 4-4
6.	How do you keep CAP members informed and educated about CAP matters? <ul style="list-style-type: none"> a. Do you publish a unit newsletter? b. In what other ways do you support internal communications within the unit? c. Does your unit manage a home page on the Internet? <ul style="list-style-type: none"> • Are your news releases published on it? 	CAPR 190-1 Page 6-3 CAPR 190-1 Page 7-1 CAPR 190-1 Page 6-1
7.	How do you make your unit a part of the local community? <ul style="list-style-type: none"> a. How do you interact with local military, 	CAPR 190-1 Page 5-1 CAPR 190-1 Page 5-2

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	government, education, business, aviation, civic and media groups? b. How do you inform these groups of CAP activities in aerospace education, cadet programs, emergency services, SAR, CD and other mission areas?	CAPR 190-1 Page 5-2
8.	Present copies of the periodic reports submitted to wing over the past year.	CAPR 190-1 Page 4-6 and wing directives